

Paraprofessional Job Application

Paraprofessional Qualifications for Special Education:

- High School Diploma
- Completion of 48 hours semester hours of college coursework; or have taken and passed the WorkKeys Test, Paraprofessional Test or the OGET. This can be obtained after the individual is hired.

Duties and Responsibilities:

Assists students with disabilities under the direction of a certified special education teacher in both the general and special education classroom settings.

Assists students, individually or in small groups, with lesson assignments (i.e. read stories, providing writing assistance, reinforce language skills, math skills, computer skills, etc.) for the purpose of supporting learning concepts and assisting students in reaching academic goals and grade level standards.

Assists in the implementation of the Individual Education Plans (IEP) for the student(s) and monitor their progress through data collection and documentation.

Works with students who may need behavioral support.

Assists in the personal care of the child/children.

Ensures the safety of the child/children.

Assists in supervising such activities as playground, lunchroom, car riders, bus loading and any other duties needed during the contract day.

Please send email of interest to Director Melisa Kifer
(mkifer@coyle.k12.ok.us) or call 405-466-2242.